

# Park & Facility *Use Regulations Summary*

Park and facility use requests may be submitted in person, by FAX or by mail. Applications are processed in the order received. For more rental information, go to [www.carlsbadca.gov/services/depts/parks/rentals.asp](http://www.carlsbadca.gov/services/depts/parks/rentals.asp).

Applications will be reviewed; use will be categorized and fees, where applicable, determined by department staff.

## General Policies and Procedures

Application for use of parks and facilities, along with any applicable rental fees, are required at the time of submittal.

Time requested must include all set up and clean up time. Applications should be submitted at least 30 calendar days in advance of the date requested. Applications submitted less than 30 calendar days in advance may be accommodated subject to all necessary approvals.

On the day of the park or facility rental, applicant or designated day of event contact must be present and have a copy of the approved permit. If the applicant or event contact is not at the event or does not have copies of the permit, the event may be terminated.

## Alcoholic Beverages

Alcohol consumption is limited to the terms of the approved permit. Private security guard service, if required, will be arranged by the department but paid for by the applicant. Guards will act as security forces and not as identification or age checkers.

## Amplified Sound

Applicant shall control any amplified sound system, including radios, to not disturb other groups, activities, or the surrounding neighborhood. Cancellation of the event may occur if the noise level is not controlled or the police are required to respond.

## Insurance Requirements

Applicant shall provide, when applicable, evidence of commercial general liability insurance naming the City of Carlsbad as an additional insured and with a coverage amount to be determined by the risk manager according to the size and risk factors of the event.

## General Park Rules

No glass containers.

No smoking.

No sales or commercial use except by permission of the city manager.

Applicant must adhere to all applicable ordinances, fire codes, policies, and administrative orders during park or facility use.

Dogs, cats, any other animal, fowl, or reptiles of any kind are prohibited except as otherwise permitted by the city manager or designee with a valid special event permit or park and facility use permit.

Overnight parking (11 p.m. to 5 a.m.) is prohibited daily, except as otherwise permitted by the city manager or designee.

Groups of 25 or more persons are prohibited from using a park or facility without first obtaining an approved park and facility use permit.

Inflatable party jumps must have an approved department permit.

Waterslides, slip and slides, dunk tanks, merry-go-rounds and climbing walls are prohibited except as otherwise permitted by the city manager or designee.

# *Refund Policy*

## Program Registration

When a registrant requests a refund at least 10 city business days prior to the scheduled class/program, 50 percent of the registration fee will be refunded by check or credit card or a full credit\* will be applied to their account. Once a credit has been issued, it cannot be exchanged for a refund.

There are NO CASH REFUNDS. All check refunds will be mailed approximately 2 to 3 weeks after a request has been received.

\*Please note, all credits are good for one year from date of issue, and may be used for any Parks & Recreation Department program. After one year, any unused credits will be written off or a registrant may elect to donate them to the department's Opportunity Grants Program for a possible tax write off.

## Reservation

When an applicant requests a refund at least 30 calendar days prior to rental, 50 percent of the registration fee will be refunded by check or credit card or a full credit\* will be applied to their account. Once a credit has been issued, it cannot be exchanged for a refund.

Upon notice of cancellation, any financial obligations incurred by the City of Carlsbad to accommodate the applicant or event will be invoiced and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

No refunds or credits will be given for requests less than 30 days prior to the scheduled rental.

No refunds will be provided due to applicant cancelling an event because of inclement weather. Any refund/credit applied will follow the procedure outlined above.

Leo Carrillo Ranch Historic Park—If an event is cancelled by the client with at least 90 days' notice, 50 percent of the rental holding fee will be refunded. If the event is cancelled by the applicant with less than 90 days' notice, the City of Carlsbad will retain the entire rental holding fee.

There are NO CASH REFUNDS. All refunds will be mailed approximately 2 to 3 weeks after a request for refund has been received.

\*Please note, all credits are good for one year from date of issue, and may be used for any Parks & Recreation Department program. After one year, any unused credits will be written off or registrant may elect to donate it to the department's Opportunity Grants Program for a possible tax write off.

## Pass/Permits

Your pass card or lagoon permit is required for all visits to the City of Carlsbad's pass/lagoon specified facilities. Reproduction of lost pass card(s) or lagoon permit(s) will result in a duplication fee of \$5. Your pass/lagoon permit entitles you and/or your family use of the facility(ies) and confirms you and all family members are compliant and in agreement with all rules and regulations established within the facility/lagoon. No refunds after a pass/permit has been issued.